

CHANGE ANNOUNCEMENT

JOB PLANNING GUIDE UPDATES

Effective 11-02-2006

CHANGES

Sections of the Job Planning Guide on VRIS have been updated. The following are the updates.

Assessment Materials

The Perceptual Memory Task (PMT) assessment was added to the Job Planning Software list of materials. This is the assessment tool which vocational evaluators and TBI contacts were recently trained on by Beth Janelle Rhoades and Keri Bennett.

Asset

Instructions for Reporting Asset Scores to Community Colleges have been updated to add consumer's name to the reporting information. Guidance was added regarding having a sign release in the file prior to releasing ASSET scores to colleges. The scores also need to be reported to colleges on VR letterhead.

Kenexa ProveIt

The Fremont Username and Password has been changed due to someone other than VR staff having access to it.

The contact person in the O'Neill office has been changed.

A list of Kenexa Descriptions has been added. Assessments are listed in alphabetical order. Prove It adds additional test or updates test quarterly. Kenexa descriptions on VRIS will be updated quarterly however no change announcement will be sent out.

These descriptions can also be located on the Kenexa Prove It website. The assessments can be viewed alphabetically on the website or by area (e.g. Call Center, Financial, Legal, Technical, Training/Tutorial, etc.). These descriptions are found on the Kenexa website by logging in and going to:

- Account Options
- Resources
- Descriptions

Job Fairs

A category has been added regarding Job Fairs. Tips and guidance are available to provide to consumers.

VRIS UPDATE

The updates can be viewed by first clicking Resource Manuals displayed on the right side column of VRIS: Home Page and then click Job Planning Resource Guide.

TEAM COMMUNICATION

Office Directors should review these changes with all staff at their team meeting to assure understanding.

LEADERSHIP CONTACT

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